



OPTOMETRY EXAMINING
BOARD OF CANADA

BUREAU DES EXAMINATEURS
EN OPTOMÉTRIE DU CANADA

OEBC Candidate Instructions and Exam Guide for the Written Exam



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The following information and administration procedures apply to the Written exam.

1. Written exam

1.1 Exam Day Timing and Seating

The written exam is administered on one day and is divided into three (3) sessions. Candidates are divided into groups, as shown below,

- **Group 1**

1st session: 8:00 am to 11:00 am; **2nd session: 11:30** am to 2:30 pm; **3rd session: 3:00** pm to 6:00 pm

- **Group 2**

1st session: 8:30 am to 11:30 am; **2nd session: 12:00** pm to 3:00 pm; **3rd session: 3:30** pm to 6:30 pm

- **Group 3**

1st session: 9:00 am to 12:00 pm; **2nd session: 12:30** pm to 3:30 pm; **3rd session: 4:00pm** to 7:00 pm

Please note these are general examination schedules; it is NOT specific to each individual candidate. You will receive an email stating which group you have been assigned.

Historically candidates have averaged about 6 hours to complete the exam. Extra time is built in for all candidates. Should you finish early you may submit your results, advise the proctors that you have finished, and leave. During the breaks, candidates will be signed out. All candidates will be asked to sign in again for their session.

Candidates do not begin the examination until directed by the Chief Proctor. Full time allotment will be provided in the event of a delayed start.

Note: Candidates may not leave their seat for any reason without the permission of a proctor. Candidates who leave the examination area without permission will not be permitted to complete the exam.



1.2 Introduction of Digital Media to Written Exam

In adopting computer exam delivery, OEBC has expanded the variety of question types that are possible on the written exam. The written exam will have cases containing digitized media. Candidates' responses to the questions related to the media form part of their final score.

1.3 Written Practice Exam

Candidates are automatically registered for the practice exam at no extra cost upon registering for the written exam.

Before the practice exam, candidates will be emailed an individual link to access the online testing platform.

The link is ONLY accessible to the intended candidate, it is not transferable. The practice exam will be available for a period of two weeks, and candidates can attempt the exam once during that time.

For more information, see our [news release](#) and the [Key Dates and Deadlines](#) page.

1.4 Remote Proctoring

Remote proctoring is the ability to provide candidates with the opportunity to attempt the written exam exclusively online while ensuring the integrity of the exam. In doing so, candidates are monitored online through video while the exam is in session to ensure legitimacy and to identify any potential misconduct.

The most significant benefit to remote proctoring, is that it allows candidates the ability to choose their examination environment, wherever they deem most comfortable, as long as it has a viable internet connection; this could be within their own home, in a library or at their school, etc.

Other noteworthy benefits include:

- ✓ Increases personal safety by eliminating candidates having to assemble in large group settings
- ✓ Reductions in travel expenses to the candidate (hotel, flights, etc.)
- ✓ Discourages travel to eliminate candidates having to quarantine or quarantine twice (especially for those also attempting the OSCE)

To determine if your system is compatible, you may use the link below to download, install and test the WebLock software.

Download, install and test WebLock:

<https://app.fasttestweb.com/FastTest/browserlockdown/app#/weblock/download>



Troubleshooting article for WebLock: <https://assesshelp.zendesk.com/hc/en-us/articles/360002359331-Troubleshooting-WebLock-Respondus-Lockdown-Browser->

Connection Test and FAQ for Remote Proctor system: <https://monitoredu.com/faq>

Live Chat assistance for Remote Proctor system: <https://monitoredu.com/live-chat>

****It is recommended that you verify that your equipment is compatible, and that the correct installation of the WebLock browser has been completed in the days (no more than 2 days) before the exam. ****

More information regarding troubleshooting, connection testing and Live Chat assistance will be included in the information that will be emailed to all registered candidates 6-8 weeks prior to the exam.

1.5 What are the System Requirements?

Laptop or Desktop Computer (**tablets, iPads are not compatible**) - All equipment must be shown to the proctor at sign in.

- Latest Version of any of these Web Browsers:
 - o Google Chrome
 - o Mozilla Firefox
 - o Apple Safari
 - o Microsoft Edge

For your exam we suggest you have the Google Meets application pre downloaded on your secondary device or smartphone.

- o Iphone users: <https://apps.apple.com/us/app/google-meet/id1013231476>
- o Other: https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en_US&gl=US
- JavaScript - must be enabled; automatically included with supported browsers
- Cookies - must be enabled; support in the about browsers
- Screen Resolution: 1024 x 768+

Candidates are permitted to use a calculator (Casio FX 260 or an alternative), as long as it is non-programmable.

Candidates can only use a white board and marker for note-taking. A cloth can be used for erasing.



Ear plugs are permitted. They must be foam or silicone (wired or Bluetooth is not permitted)

- You must advise OEBC that you intend to wear ear plugs at the written exam by emailing us at exams@oebc.ca
- Before the exam begins you must show the proctor the ear plugs.

Please ensure the ear plugs don't interfere with your ability to communicate with the proctor throughout the exam.

1.6 Washroom

There are no scheduled washroom breaks during the written exam sessions.

You should utilize the 30-minute break between sessions for washroom breaks. Should you need to take a bathroom break during the exam session:

- Contact your proctor before leaving your computer.
- If you wish to review any of your responses up to that point. You must do so before leaving the testing area.

1.7 Water & Snacks

Candidates may have a bottle of water in a clear bottle *with label removed*. Beverages other than water are not permitted.

OEBC is not responsible for damage to examination equipment or lost exam time as a result of a candidate's food/water spillages.

All candidates are permitted to have *unwrapped* snacks during the exam. Any food must be clearly visible to the remote proctors

1.8 Dress Code

Outerwear such as coats, ski pants, gloves/mitts, scarves, hats are not permitted in the assessment area. Visible jewelry is not permitted.

OEBC will refuse entry or assessment to candidates who, in the opinion of the Proctor, are wearing inappropriate or non-permitted clothing.

Inappropriate dress would include:

- Tank top shirts (sleeveless or short-sleeve shirt is acceptable)

Non-permitted dress would include:

- Clothing with hoods
- Clothing with logos/lettering/pictures and/or statements



- Laboratory coats
- Clothing with excessive pockets or layers or excessive in size
- Baseball caps and any other head covering
- Any form of wristband, armband, watch, etc.
- Visible jewelry such as rings, any piercings etc. *Ensure all jewelry has been removed before arriving at the exam.*

Note: If the candidate wishes to request wearing a head covering or item for a religious reason, the candidate must submit a request for approval to OEBC at exams@oebc.ca no later than 30 days before the exam.

Note: If jewelry is being worn for medical reasons, please contact OEBC at exams@oebc.ca no later than 30 days before the exam.

1.9 Submission of Answers

Candidates are individually responsible for correctly and fully completing their answers on the computer-based format. The Proctor will provide some general direction to the candidates at the beginning of each examination on completing the name and candidate number.

Candidates must mark only one answer for each question. Questions that have no answer selected, or which have two or more selected answers, are scored as incorrect. All answers are recorded electronically. Improper answer recording is not grounds for successful appeal.

Important: candidates must submit their answers electronically as stated on the instructions given by the proctor before leaving the exam.

1.10 Roles

A Proctor and the exam team will maintain oversight of the exam administration and provide exam day instructions. If in-person the Chief Proctor will also explain emergency procedures.

1.11 Early Departure

Candidates may exit the examination any time after the midpoint of the examination, except during the last 15 minutes.

1.12 Termination

The written exam will be terminated if the candidate is found to be in possession of prohibited materials inside the assessment area, if the candidate leaves the assessment area for any reason without permission, or if a candidate is found to be violating the rules of conduct (e.g., talking with another candidate during the exam).



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Note:

OEBC reserves the right to cancel an exam administration if it has been determined that the security of the assessment has been violated.

OEBC reserves the right to delete from scoring any test item which is found to have been exposed to one or more candidates before the exam administration.

OEBC reserves the right to change the exam application requirements and instructions at any time.

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